

SECRETNPIC/D-47-61
25 April 1961

MEMORANDUM FOR: Assistant to the DD/I (Admin)

SUBJECT: [] Fitness Report

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1. Pursuant to our telephone conversation of 24 April, I am forwarding [] Fitness Report to you for appropriate action.

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2. The effective date of [] transfer to the Center was 18 September 1960. As you know, [] did not actually take his home leave, but reported in to the Center with the understanding that he would be given time to settle his family, acquire housing, etc. This was done quite reasonably by [] but understandably it caused some postponement of actual on-job application. Accordingly, it was not until sometime in October that he was fully available to the Center, at which time he was variously scheduled with Center components for orientation tours and briefings.

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3. By the time he was temporarily assigned to the office of the DD/I following the Christmas Holidays, Mr. Lundahl and I were giving [] rather singular assignments pending conclusion of his detailed familiarization with Center activities. Such assignments cannot be categorized as specific duties and do not constitute a fair basis for the evaluation of his performance beyond noting that he quite satisfactorily carried out those things which he was asked to do.

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4. I hope the foregoing information coupled with [] O/DDI experience of the past four months is sufficient for you to complete the attached Fitness Report. Please do not hesitate to give me a call if I can be of any further assistance on this matter.

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Executive Director

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Attachment: Fitness Report

25X1

SIC: []

(over)

o + 1 add.